



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DIRECTOR, SHERIFF'S MANAGEMENT SERVICES

Class No. 000262

■ CLASSIFICATION PURPOSE

To manage, plan and coordinate the administrative and support activities of the Sheriff's Management Services Bureau; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

Director, Sheriff's Management Services is an executive position in the unclassified service found only in the Sheriff's Department. Under the direction of the Undersheriff, this position is responsible for managing administrative and support activities of the Management Services Bureau. This position oversees the preparation and control of the departments budget, financial management, information services, criminal records and identification, contract negotiations and management, strategic resource planning, property management and capital planning, radio communications management, vehicle fleet management, grant writing, and administration.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Plans, directs and organizes the administrative activities and operations of Sheriff's Management Services Bureau including budget preparation and control, fiscal analysis, financial management, personnel/training, information services, service contracts, facility services and supplies, and other administrative support services .
2. Supervises all accounting and financial staff to support department operations.
3. Directs the planning, implementation and delivery of automated information services to the department.
4. Initiates and coordinates long-range strategic resource planning for the department.
5. Oversees, manages and directs departmental internal resource planning, allocation and analysis efforts.
6. Reviews units of service delivered within departmental programs and advises executive management of performance problems, their causes and recommends solutions.
7. Monitors the cost and delivery of services provided through Internal Service Fund (ISF) programs.
8. Directs the preparation of the annual budget and 5-year operational plan.
9. Oversees management of the fixed radio microwave, mobile radio electronics group, regional 800 megahertz voice and data radio systems.
10. Designs, interprets, and promotes contracting policies and procedures.
11. Represents the Sheriff and County in contract negotiations with Federal, State, local and non-governmental agencies.
12. Monitors contract compliance by department and recommends program design and future service plans.
13. Prepares staffing and fiscal configurations, cost allocation plans, and pricing structures for department management review.
14. Identifies funding opportunities, including grants, which will enhance the delivery of department services.
15. Plans and implements the department's capital improvement plans.
16. Prepares feasibility studies, including internal and external overhead costs, formulas, and revenue projections.

17. Oversees management of the Sheriff's vehicle fleet.
18. Directs the Sheriff's Records Division and ensures that all State, Federal and customary laws, policies and procedures are adhered to in the updating, retention and release of records.
19. Initiates, directs and oversees internal and special audits.
20. Recommends and implements operational changes to ensure compliance with court, county and/or other mandated laws, policies or ordinances.
21. Trains, evaluates, and supervises subordinate staff.
22. Represents the department on countywide committees and task forces.
23. Presents complex written and/or oral information to County management, the Board of Supervisors and other decision-making bodies.
24. Writes contract language and confers with County Counsel on legal issues and contract obligations.
25. Oversees contract administration and set-up of reporting systems and procedures for administrative and contracting parties.
26. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Application of modern principles and methods of administration relative to the planning, development, and implementation of a variety of support services provided to departments, local, State, and Federal agencies by the Sheriff's Department.
- California Government and Public Contracts and Codes.
- County contracting policies and procedures.
- Department of Justice contracting provisions.
- Record-keeping and records maintenance requirements for public agencies.
- Principles of contract negotiation and monitoring.
- Budgeting and effective utilization of fiscal resources.
- Leadership and personnel management practices and principles.
- Grants administration and proposal writing.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, organize, and direct the administrative activities of a large law enforcement agency.
- Prepare annual budget and monitor revenues and expenditures.
- Establish internal administrative policy, controls, and guidelines related to the Sheriff's Department.
- Ensure that departmental administrative and assigned program activities conform to Federal, State, and local laws and regulations.
- Identify and resolve departmental operational problems.
- Negotiate and prepare contract documents.
- Analyze, interpret, and apply pertinent provisions of governmental policies, mandates, legislation, and contracts.
- Review and evaluate contract and grant proposals.
- Organize and define organizational staffing and service options in the law enforcement area.
- Prepare executive-level correspondence, reports, budget and contract documents.
- Make oral presentations for public officials, executive management, the media, and the general public.
- Establish and maintain effective working relationship with those contracted in the course of work.
- Supervise, train, counsel, and review the work of subordinates.
- Understand and manage the delivery of automated information services.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: a bachelor's degree from an accredited college or university in public administration, business, criminal justice administration, or a related field, AND five (5) years of policy level administrative experience in a public agency.

Note: Master's level education is highly desirable

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

**New: March 17, 1995
Revised: May 31, 2000
Reviewed Spring 2004**